

## DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

DIRECTIVE NO.: 6.1

EFFECTIVE: \_\_\_\_\_

SUPERSEDES: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

### 6.1 Recruitment and Filling Vacant Positions

**Purpose:** To ensure that the Department procedures prevent artificial barriers and promote a bias-free selection process.

**Policy:**

- A. The Director shall have final approval for appointing an individual to any position.
- B. Applicants are to be selected on the basis of their ability to perform the duties of the position that they have applied for based on an objective evaluation of the applicant's job-related experience, education and ability to perform the job as may be evidenced by personnel records, evaluation of knowledge and skills, reference checks and interviews. Selection criteria based on sex, race, age, religion, national origin, or political consideration, or other nonrelated criteria is prohibited.

**Procedures:**

- A. Approval to Fill
  - 1. All requests to fill vacant positions must be submitted through the Human Resource Officer to the Director for approval.
  - 2. The Human Resource Officer and the hiring supervisor for the vacant position shall review the Position Description prior to submission to the Director so as to ensure that the position is appropriately classified.
  - 3. Any changes in the duties assigned to the position as a result of this shall be reviewed by the Human Resource Officer and determined if changes are significant enough to warrant a re-classification.
  - 4. The Director shall notify the Human Resource Officer and the hiring supervisor of his approval, modification, or disapproval of each request to fill a position.
- B. Recruitment
  - 1. Upon determining that the job is properly classified and approval to fill the position has been secured the Human Resource Officer shall recruit for the position. The method of recruitment may be discussed between the hiring supervisor, Human Resource Officer and the Director with the final determination made by the Director.

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2. Recruitment shall consist of, at a minimum, placing an announcement in a location conspicuous to all employees of the Department of Health Professions for a minimum of five working days. The position vacancy shall also be advertised in RECRUIT for a period of not less than ten working days in accordance with state policies and procedures.
3. The vacant position may be advertised in local or national newspapers, trade magazines, or other media. All advertisements must contain, at a minimum, title, qualifications, work location, position number, salary range, description of duties, application cut-off date, telephone number and person to contact, and an Equal Opportunity Employer Statement. The hiring supervisor and the Human Resource Officer shall cooperate in preparing any vacancy advertisement.

**C. Selection**

The Human Resource Officer shall review with the hiring supervisor all selection criteria and recommendations before submission to the Director.

1. All requests for employment shall be directed to the Human Resource Officer.
2. The Human Resource Officer shall be responsible for reviewing all applications. Applications received after the cut-off date established by the Department may not be considered
3. The hiring supervisor and the Human Resource Officer shall develop the specific job-related knowledge, skills and abilities required to perform the job prior to recruiting for the position.
4. The Human Resource Officer shall evaluate each application against the job related screening criteria (KSA statements) before recommending those applicants who will be contacted for interviews. Past experience shall receive consideration if job-related, and the highest-ranking applicants shall be invited for an interview.
5. The hiring supervisor and the Human Resource Officer shall develop interview questions derived from those knowledge, skills and abilities deemed necessary to perform the duties of the position.

**APPROVAL:** \_\_\_\_\_

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**D. Interviewing**

Preparation for conducting interviews is necessary to ensure that the interviews will obtain job-related information and will result in the selection of the best qualified individual.

1. Interviews, at the discretion of the Director, may be conducted by an individual or by a panel. Individuals who are not employees of the Department may serve on interview panels after approval from Human Resource Officer and Agency Director.
2. At the discretion of the Director, reasonable interviewing expenses may be reimbursed by the Department.
3. The Human Resource Officer shall advise each individual involved in the selection process of both the legal and Departmental requirements regarding the interview process. The Human Resource Officer shall provide written information regarding the agency's expectation on conducting interviews. The Human Resource Officer shall be available to confer throughout the interview process and, as appropriate, be present in an advisory capacity throughout the interview process.
4. Evaluation of each response and application will be done individually by each interviewer. Any questions regarding this process should be clarified with the Human Resource Officer prior to the formal interview process, if practical.

**E. Reference Checks**

Reference checks will be made routinely by the Human Resource Office. The hiring supervisor may conduct the reference checks only if approved by the Director. Every effort should be made, at a minimum, to elicit information from former supervisors. The following job-related data should be provided:

- a. Name;
- b. Employment dates;
- c. Beginning and ending salaries;
- d. Completed training;
- e. Eligibility for rehire; and
- f. Duties performed.

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F. Appointment

1. The Human Resource Officer shall submit a memorandum with supporting attachments and recommendations to be forwarded to the Director for his approval. Such documentation shall reflect the recommendations of the individual interviewers.
2. Upon completion of reference checks and approval by the Director, the Human Resource Officer shall make the job offer and confirm salary information, starting date, etc., with the selected candidate.
3. An offer letter from the Human Resource Officer shall be forwarded to the approved candidate. The letter shall contain all information relevant to the position, including starting salary and the candidate shall be required to sign this letter and return it to the Human Resource Officer, which shall constitute acceptance of the offer.
4. After the offer has been accepted, the Human Resource Officer shall notify all other candidates, in writing, of the Department's decision to select another candidate.

G. Record Keeping: The Human Resource Officer shall be responsible for preparing and maintaining selection records, which include:

- a. Position description;
- b. Recruitment sources;
- c. Copies of advertisements;
- d. Applications of applicants;
- e. Race and sex data on all applicants;
- f. Screening and selection criteria;
- g. Interview questions and notes of applicants' responses; and
- h. Any correspondence to or from applicants.

H. Responsibility: The Human Resource Officer is responsible for managing the Department's recruitment and selection process and for ensuring that the recruitment and selection process is uniformly and equitably adhered to.